



COCONINO COUNTY ARIZONA

COMMUNITY DEVELOPMENT

CHECK LIST FOR SPLITTING LAND

William L. Towler, AICP
Director

The following list outlines the necessary steps for processing a Land Division Permit/Split Request. Please be sure to read this list thoroughly and follow all instructions.

NOTE: The Land Division process is not complete until it is recorded and a new parcel number is assigned.

PLANNING & ZONING

- _____ Obtain LDP application and Combination/Split Form
- _____ Complete application **IN FULL** and return to Planning and Zoning for review and approval
- _____ A fee of \$300 per new parcel created is required (e.g. \$600 for 2-way split, \$1500 for 5-way split). For lot splits where no new parcels are created, the fee is \$100.
- _____ Applicant must be owner of record and must sign both forms

NOTE: There is generally a minimum two to four week processing period for complete applications. The time period for review could be significantly longer if all information isn't provided, if the information is not clear, or if it is inaccurate.

TREASURER

- _____ Verify that all taxes are paid, have Treasurer's office sign form

NOTE: If parcel being split is newly created and is not on the tax rolls the parcel number from the previous year's tax roll must be provided.

A tax notice from the Treasurer's office should be received each year by October 15. If tax notice is not received, contact their office.

RECORDER

- _____ Original LDP and Combination/Split Form with "live" (not photocopy) signatures for Planning and Zoning, Treasurer, and property owner.
- _____ All paperwork must be legible and make a reproducible copy from microfilm.
- _____ If the required map is larger than 8 1/2" x 14" laws regarding Record of Survey Maps must be followed (for copy of Record of Survey criteria contact the Recorder's office). Book and Page must be referenced on the LDP form.

ASSESSOR

Once the LDP is recorded, the Recorder's office will forward the paperwork to the Assessor's office for processing. The Assessor's office will map the changes and assign new parcel numbers at that time. Reverification of owners signature, legal descriptions, and map will occur at this time.



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LAND DIVISION PERMIT INSTRUCTIONS

1. A Land Division Permit is **REQUIRED** for any division of land into five (5) or fewer separate parcels.

2. The application shall include:

A legal description of the existing parcel and legal descriptions, prepared by a Registered Land Surveyor, of proposed parcels including ALL access and utility easements (see below). The legal description shall include gross and net acreage of all new parcels.

A scale map, prepared by a Registered Land Surveyor, with dimensions showing existing and future parcel lines and all easements. The map shall be of a size and format acceptable to the County Recorder; i.e., 8 ½ x 11, 8 ½ x 14, or 18 x 24.

NOTE: The requirement for use of a Registered Land Surveyor may be waived by the Director of Community Development in areas where sectional descriptions are deemed adequate.

3. **A fee of \$300 per new parcel created is required (e.g. \$600 for 2-way parcel, \$1500 for 5-way split). For lot splits where no new parcels are created, the fee is \$100.**

4. An Assessor's Combination/Split Request Form must be submitted with this application.

5. Noticing Deficiencies: Any deficiencies related to legal access or minimum County zoning will not prevent the approval of a Land Division Permit but could prevent the future development of a parcel created by such a permit. All such deficiencies are required to be noticed in full, detailed description in all deeds.

6. Access Easements: For access purposes each building site shall have a minimum 30 ft wide easement or right-of-way. A turnaround with a minimum radius of 25 ft. must be provided at the end of each easement over 150 ft. in length.

NOTE: Specific road standards requiring actual development of roads have been adopted by Coconino County and will be enforced. See Attached.

If you have any questions regarding the application procedures, contact this office at 226-2700.

COCONINO COUNTY ORDINANCE FOR ROAD STANDARDS

For new land divisions where the resulting parcels are 2 ½ acres or smaller and where the access easement exceeds 150' in length, an all-weather road at least 20' in unobstructed width must be constructed on the property being split. The road must be constructed prior to initiation of combustible material on the building site.

An all-weather road is defined as a road capable of carrying a 42,000 pound vehicle. In a "typical" rural area, this is a built-up or raised roadbed constructed with material bladed from the side ditches, with 6" of compacted cinders on top. The first four inches should be 3" or 4" minus cinders and the top two inches 1 ½" minus cinders.

For new land divisions where the resulting parcels are over 2 ½ acres and less than 10 acres, an all-weather road at least 16' in width must be constructed. The road must be constructed prior to initiation of combustible material on the building site.

For new land divisions where the resulting parcels are 10 acres or more, an unimproved two-lane roadway will suffice. Where a two-lane road may be difficult or impossible, pullouts or passing areas at least every 330' may be constructed in lieu of a two-lane road. The road must be constructed prior to initiation of combustible material on the building site.

Easements less than 150' in length, measured from the nearest road to the farthest point of the house, are defined as driveways. The standards for driveways are minimum 10' width, minimum 13'6" vertical clearance, and maximum 15% slope.

Bridges on private easements or on driveways exceeding 150' in length must be engineered to carry a 42,000 pound load.

For parcels where topography or physical obstruction prevents road standards from being met and prevents any possible access by fire equipment (such as a railroad overpass or an exceptionally steep grade), either the house shall be sprinklered or a document shall be recorded indicating a potential inability for fire fighting apparatus to reach the site.

Adopted 01/03/95
Ordinance No. 95-1

Coconino County Combination / Split Request Form

Return completed form to the Assessor or record form for your protection. If part of a County Land Division Permit, recording is required. This request will NOT be processed if you fail to provide legal descriptions, fail to obtain all approvals or if properties to be combined are not identical ownership.

As the owner of record you are hereby authorized to:

SPLIT

☐

COMBINE

☐

(All properties involved must be of identical ownership.)
Check appropriate usage.

Parcel Number(s)	Residential	Vacant	Agricultural	Commercial	Rental

If improvements exist, on which newly created parcels will they be located?

LEGAL DESCRIPTION(s) for newly created parcels: May provide attachments.

APPROVALS:

Planning & Zoning City or County	Date	You must contact both P&Z and the Treasurer. ALL taxes must be paid in full prior to approval.
Treasurer’s Office	Date	

Owner’s Signature	Date
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Print Name	Daytime Phone Number
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Address for tax bill	City	State	Zip
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Situs Address of Property (if available)

COCONINO COUNTY

LAND DIVISION PERMIT

In order to ensure that the division of land complies with applicable zoning regulations and does not constitute a subdivision, a LAND DIVISION PERMIT must be obtained prior to the division of a parcel of land into five or fewer parcels, either by recordation of a contract of sale or deed of conveyance, or requesting a split of a tax assessor parcel.

OWNER/APPLICANT _____
Contact person _____ Phone _____

ADDRESS _____
ASSESSOR'S PARCEL NUMBER _____ ZONE _____

LEGAL DESCRIPTION OF EXISTING PROPERTY (FROM CURRENT DEED):

EXISTING ACCESS AND UTILITY EASEMENTS _____

ATTACH MAP OF APPROPRIATE SCALE TO FIT IN THE FOLLOWING SPACE SHOWING PROPERTY LINES. BOUNDARIES, DIMENSIONS, BEARINGS, AND TOTAL ACREAGE FOR EXISTING AND PROPOSED PARCELS. CURRENT CONDITIONS SHOULD BE INDICATED BY A SOLID LINE; PROPOSED CONDITIONS WITH A DASHED LINE. EXISTING SITE IMPROVEMENTS INCLUDING SINGLE FAMILY DWELLINGS, GARAGES, ACCESSORY STRUCTURES, AND RETAINING WALLS SHOULD ALSO BE SHOWN.

ANY MAP OVER 8 ½" X 14" MUST BE RECORDED SEPARATELY. SEE SURVEY AND SPLIT MAP RECORDED IN BOOK _____ OF MAPS, PAGE _____.

LEGAL DESCRIPTION OF NEWLY CREATED PARCEL(S) (Separate sheets may be attached):

1. LEGAL DESCRIPTION _____

PROPOSED ACCESS AND UTILITY EASEMENTS _____

2. LEGAL DESCRIPTION _____

PROPOSED ACCESS AND UTILITY EASEMENTS _____

3. LEGAL DESCRIPTION _____

PROPOSED ACCESS AND UTILITY EASEMENTS _____

4. LEGAL DESCRIPTION _____

PROPOSED ACCESS AND UTILITY EASEMENTS _____

5. LEGAL DESCRIPTION _____

PROPOSED ACCESS AND UTILITY EASEMENTS _____

NOTE: Dedication of proposed easements must occur through a separate instrument.

Pursuant to Section 9.6 of the Coconino County Subdivision Ordinance, and in accordance with the definition contained in Arizona Revised Statutes Section 32.2101.31, any minor land divisions which are the result of two or more individuals, firms, partnerships, or corporations conspiring together to create six or more parcels of land, any one of which is less than thirty-six (36) acres in size, shall be deemed a subdivision and subject to all provisions of the County Subdivision Ordinance and State Subdivision Laws.

The creation of six or more contiguous parcels of land, each of which is, or will be, more than thirty-six (36) acres, but less than one hundred sixty (160) acres, is subject to Arizona Department of Real Estate approval for sale as "unsubdivided lands" as defined in Arizona Revised Statutes Section 32-2101.48 and as further regulated by Article 7 of Arizona Real Estate Law.

I hereby certify that there is legal access to all parcels created, or if not, that lack of legal access will be noticed on the deed(s).

APPLICANT'S SIGNATURE _____

DATE _____

FOR OFFICE USE ONLY

Received by _____ Date _____ Application Fee _____

Receipt # _____ Case # _____ Related Cases _____

DIRECTOR ACTION: _____ Approved _____ Denied

Denial based upon one of the following findings:

- _____ 1. The parcels resulting from the division do not conform to applicable zoning regulations.
_____ 2. The division of land would result in a subdivision as defined by the Subdivision Ordinance.
_____ 3. One or more of the resulting parcels does not have legal access.

DIRECTOR'S SIGNATURE _____

DATE _____

Comments: